Previous references

1915
S&A

File No 65-15

Serial Nos 4 & 5

Later references.

preserve
By [illegible]

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 4 and 5

Part B for November 1915

SUBJECT.

Amendment to Mysore Service Regulations

Sl 4

Dc
The Heads of departments
" Comptroller
" Supdt Govt Press & Printing
No H 2187-235 Dt 19-11-15

Directs that the undisbursed portion of amounts drawn on annual t.a bills should be refunded to the Treasury after 3 months & prescribes the procedure to be followed & requests the Supdt Govt Press to alter the certificate on the forms

W D 1651—GPB—20,000—13-12-15

Dr. Parthasarathi Rao 24-1-916. returns

as pointed out

G. R. S. 11]

1915-16

GENERAL AND REVENUE SECRETARIAT.

(SRA)

NOTES.

File No. 63-15

FILE HEADING.

Amendment to Mysore Service Regulations

From

No.	Dated	Received

Diary No.	Enclos.	Spare Copies.	Serial No.

BRIEF ABSTRACT OF LETTER.

NOTES AND ORDERS.

NOTES—First Sheet.

GPB.-20 006—8-8-14

General and Revenue Secretariat. | File No. 63 of 1915.

Serial No.

Fl Nos 1165-66

Extract from the Military file No. 138-14

Paras of the Audit Report of the Amrut Mahal Department.

The points that require special mention in this note are:—

(1) A sum of Rs 1.2.3 being the undisbursed Travelling allowance of Mutchi Narayan Iyengar for Jany 1913 drawn on 22nd May 1913 was kept mixed up with the Imprest amount and no steps appear to have been taken either to pay the amount to the party or refund it to the Treasury by short-drawal in the Travelling Allowance bills cashed subsequently.

x ——— x ——— x

Re Amrut Mahal Supt's Remarks regarding the above.

The sums claimed in Travelling allowance bills are variable & not fixed. These bills are preaudited and passed for payment by the Comptroller. If undisbursed Travelling allowances are to be refunded to the Treasury by short drawal in the subsequent Travelling allowance Bills, fresh ones have to be prepared

NOTE—Contn. sheet.

1522

GPB—25,000—22-3-15

Serial No.

and forwarded to the Comptroller for audit when the party turns up, which involves unnecessary and extra labour both on the Audit Office and the Office which prepares bills besides putting the party into much inconvenience & hardship. If the procedure laid down in Art 68 of C.A.C of cashing T.A. Bills at the Treasury before preaudit by the Comptroller as in the case of Establishment bills, is adopted then the undisbursed Travelling allowance may be short drawn conveniently in the next bill. Steps were taken to pay the amount in question to the person concerned and the same has since been disbursed.

x ——— x ——— x

3 Extract of Jt. Asst Secretary's note.

The 2nd point in the letter + para 5(1)

Nothing need be done as it is stated by the Account Mahal Deptt Deptt that the amount has been since disbursed to the party. But the defect pointed out is real and the rules do not provide an adequate remedy. What is to be done with undisbursed travelling allowance is not laid down clearly anywhere and the Financial Branch will take up this question separately.

x ——— x ——— x

NOTE—Contn. sheet.

GPB—25,000—22-3-15

General and Revenue Secretariat.

S/R File No. 63 of 1915.

Serial No.

4 There are no definite orders or rules on the subject.

5 Such undisbursed items of t. a are not either many or frequent & happen mostly in cases of minor officials going away on long leave or quitting service &c. without furnishing their addresses.

6 What is laid down for undisbursed pay is not suitable for undisbursed t. a; as the several cross-checks available for verifying claims for arrears of pay are wanting in cases of similar claims of t. a.

7 Practice obtaining in many offices appears to be that these amounts are held in cash in the office for a sufficiently long time e.g. 1 or 2 years pending the officia return to duty & only when it is ascertained that he is either dead &c., procedure regarding the treatment of unclaimed property is adopted; viz the amount lying unclaimed is notified in the gazette & claimants are invited failing which the amount would be credited to the Treas

HMM-67 29/3/15

8 The prevailing practice seems to be what is noted at Aaben. There is no doubt that it is very unsatisfactory and gives room for many irregularities

NOTE—Contn. sheet.

GPB—25,000—2-11-14

General and Revenue Secretariat.

File No. 63 of 1915.

Serial No.

~~The~~ One practical method of putting an end to this practice is to insist on undisbursed tā being refunded to the Treasury at the end of ~~three~~ a fixed period — say two or three months — with full details as to the person or persons to whom such amount is due, ~~either the~~ — ~~when the~~ the amounts refunded will be taken to a separate head of account for which a detailed Statement will be kept by the Comptr and refund bills sanctioned & audited — when the parties ~~present~~ apply for payment — on the basis of the information available in this Statement

FC Secy J/

7.4.15

Q. I am afraid the procedure suggested if made general will increase work in Comptr's office enormously.

Can AC JAS suggest a remedy?

JM

JM

The best way to prevent unclaimed moneys lying with a Disbursing Officer indefinite time would be to allow the Disburser to keep undisbursed amounts as his personal debit for a period of six

NOTE—Contn. sheet.

GPB—25,000—2-11-14

General and Revenue Secretariat.

S&A File No. 63 of 1915.

Serial No.

months accounts publish a notification in the Official Gazette calling upon the parties concerned to receive payment within one month thereof, failing which the amount may be credited finally to Govt. (Compt.)

4/8.4.15

(1) This may be discussed at the next conference of Fin. officers — Please send file to A/c B&R —

9/4

(2) To A&A — Compr B&R Secr

4/8/4

W. Co. 210 3.5.1915.

(3) The proposals of the Assistant Secretary, Finance, and of the Assistant Comptroller, T.A.D were discussed and it was held that certificate No. 1 printed on the establishment Travelling Allowance Bill form should be modified to be as under. "Certified that all items drawn from treasury prior to.....(*) (~~period of 3 months~~) and running undischarged advances "~~have either been paid~~ to parties, or refunded "to Treasury as per list attached (with full "reference to Treasury challans & entries in cash book ordered by "Government to be maintained in all disbursing offices)

11/4/15

(*) Here enter the fourth preceding month counting backwards from the month in which the bill is being prepared; thus for a bill prepared in June the entry should be 1st March.

NOTE—Contn. sheet.

1512

GPB—65,000—2-11-14

Serial No.

offices). or,

If this was not found suitable either because the period of 3 months is considered too short in the case of certain departments or because there may be no further bill to be sent after a period of more than 3 months, it may be ruled by Government that the duty of paying travelling allowances drawn on account of the members of an establishment and of refunding undisbursed amounts to the Treasury devolves on the head of the office who should see that no undisbursed amount should be kept for more than 6 months and that after such period he should notify such items in the Gazette and if not claimed within a reasonable time should refund them to the Treasury. It should be the duty of Inspecting Officers to see that proper accounts are kept for all such undisbursed amounts.

SDV/-

27/4/15

Personally I like the first alternative. In fact I would make the period allowed for disbursement two clear months instead of 3 -

28/4

1st member

NOTE—Contd. sheet.

General and Revenue Secretariat.

S/A File No. 63 of 1915.

Serial No.

14 I think also that the procedure to refund is the best. The sums will generally not be considerable & there will be no risk to in allowing them to be retained for 3 months.

6/5/15 draft ltr

15 A draft GO & draft Ltr are put up.

HOM BBM 21.5.15

Tidy draft may be put up ks 29.5.15

16 Tidy Drafts are put up.

HOM BBM 31.5.15 (Drew)

ks 31/5/15

1915

C.S for mark or Secy 23/7

10/6 Secy ks 11/6

NOTE—Contn. sheet.

GPB—60,000—7-11-13

Extract from the Proceedings of the 360th Meeting
of the Council of His Highness the Maharaja,
held at Bangalore on the 8th September 1915.

5. SUBJECT. - (Clause viii of the Schedule).

Amendment of the Mysore Service Regulations so as to require the disbursing officers to refund to the Treasury undisbursed amounts of travelling allowance at the end of three months from the date of their drawal from the Treasury.

OPINION OF THE COUNCIL.

The draft may be approved.

Sd. M. Visvesvaraya.
Dewan of Mysore

"Extract"

D. M. Narasimha Rao 10/10.
Secretary to Government,
General Department.

G. R. 45. 12]

General and Revenue Secretariat.

S&A File No. 63 of 1915

Serial No.

Extract from the Proceedings of the Council is put up.

Forwarded with compliments to the ~~Secretary to Government~~ Financial Secretary to Govt. for favour of necessary further action.

By Order,

D. M. Narasinga Rao 1915

Secretary to Government,
General Department.

I do not think that this is schedule matter Ms will kindly see. If not the order will issue.

1915 Mar 11

Draft Subm: note passed M

28/4

Dewan)

1659
23-8-15

NOTE—Contn. sheet.

W. D. 135—GPB—200—29-7-15

For disposal at a Meeting.

No. C. 48

26.7.....1915.

GENERAL AND REVENUE SECRETARIAT.

Council Matter.

SUBJECT.
(Clause viii of the Schedule).

Amendment of the Mysore Service Regulations so as to require the disbursing officers to refund to the Treasury undisbursed amounts of travelling allowance at the end of three months from the date of their drawal from the Treasury.

CIRCULATED TO THE MEMBERS OF COUNCIL.

By Order,

D. M. Narasimha Rao

24th July .....1915.

Offg. *Secretary to Government.*

Extraordinary Member of Council.

17.8.15.

First Member of Council.

Opinion recorded by the First Member of Council.

Second Member of Council.

28/7

GPB—1,000—3-2-14

Submitted to His Highness.

24

Under Article 63 of the Civil Account Code VII Edition (Reprint), amounts of salary of establishments drawn from the Treasury but remaining undisbursed have to be shortdrawn from the pay abstract of the subsequent month. A similar provision requiring the return to the Treasury of undisbursed travelling allowance amounts drawn from the Treasury is not at present found in the rules.

2. Such a provision is necessary for obvious reasons and the Financial Department have prepared a draft× Government Order and amendment to the Mysore Service Regulations to the effect that the drawing officers should refund amounts of travelling allowance remaining undisbursed at the end of three months and that a certificate that this is done should be inserted in all travelling allowance bills.

×Draft for approval

3. The draft which has been agreed to by the Council× may be graciously approved.

×Page 9 of office note.

M. Visvesvaraya
CIE 20-11-1915

15

Record of Cases submitted for the Orders of His Highness the Maharaja.

Subject.

22 Amendment of the Mysore Service Regulations so as to require the disbursing officers to refund to the Treasury undisbursed amounts of travelling allowance at the end of three months from the date of their drawal from the Treasury.

413

23 *Order.*

~~KRMS~~

11/11/15

H.P.B. will please see 2 para on K.A.S.R.

M Sinclair
12.11.15
Orders 12/11
Krmeby 13/11

General and Revenue Secretariat.

S & A File No. 63 of 1915.

Serial No. 4

To Heads of Departments,
" Comptroller, Mysore Govt
" Supdt Govt Press & Printing -
No. H. 2187—235 S dt 19.11.15.

Directs that the undisbursed portion of amounts drawn on audited t. a bills should be refunded to the treasury after 3 months & prescribe the procedure to be followed & requests the Supdt Govt Press to alter the certificate on the prescribed as pointed out.

NOTE—Contn. sheet.

GPB—20,000—30-6-15.

G.R.S. 28]

Tidy Draft

File No.

Serial No.

*Diary No. of letter replied to*_____

Proceedings of the Government of His Highness the Maharaja of Mysore

GENERAL AND REVENUE SECRETARIAT.

( )

, *the* 191

READ—

Date of issue_____

Signed by_____

ORDER ~~THEREON~~.—No.

It has been brought to the notice of Govt that there are at present no rules regulating the ~~procedure~~ refund of Ins Dy to be followed in the case of undisbursed

over.

SUBJECT.

GPB—50,000—1-12-12

undisbursed amounts of travelling allowances and in the absence of such rules, disbursing Officers are in the habit of keeping with them such amounts for indefinite periods, a course which is financially objectionable. In order to ensure the refund of such amounts to the Treasury after a reasonable period; as in the case of undisbursed pay —, the Government of H.H. the Maharaja of Mysore are pleased to lay down the following rules.—

1) All sums drawn on audited t.a bills of Establishments should be disbursed to the proper persons as early as possible after the bills are cashed.

2) Amounts not disbursed with in a period of 3 months from the date they have been drawn from the Treasury should be refunded to the Treasury at the end of that period and a note of

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

Office Cash Book.

(3) Certificate no. 1 in the Establishment t. a bill form (no. 10 will be modified as follows:—

"Certified that all items drawn
"from the Treasury prior to 1st ... *
"and remaining undisbursed
"to the parties have been refunded
"to the treasury as per list (x) attached
"(with full Reperences to Treasury
"Challans and entries in the
"Office Cash Book (shewn be given) and that all
"other amounts drawn on forms
"bills have been disbursed to
"the Officers therein named and
"their receipts taken in the
"Acquittance Roll (with the
"receipt stamp affixed when
"necessary)."

(4) The Comptroller will frame and issue suitable instructions providing for the redrawing of such amounts when they

[* Here enter the fourth preceding month counting backwards from the month in which the bill is being prepared; thus for a bill prepared in June, the entry should be 1st March]

(x)

are subsequently required for payment and for proper accounts thereof being kept in the Treasury and his Office.

(5) It will be part of the duty of Inspecting Officers to see that the rules relating to undisbursed t.a are properly followed in the Offices inspected.

2. The necessary ~~addenda~~ amendment to the Mysore Service Regulations will be issued and the Supdt, Govt Printing and Press is requested to amend the Certificate No. 1 in the printed Establishment t. a bill form (No. Fl. 107A). S. O. * May be printed.

Sd

Fl. Secretary to Govt

To The Heads of Depts
" Comptroller, Mysore Govt
" Supdt, Govt Press & Printing

31.5.35

GPB—15,000—13-11-11

G.R.S. 27]

GENERAL AND REVENUE SECRETARIAT.

(Continuation sheet draft form.)

Addendum & Corrigendum to the Mysore Service Regulations, 4th Edn.

No. 9

Page 270 Form 10

Substitute the following for Certificate No. (1)

"that all items drawn from "the treasury prior to 1st * .... and "remaining undisbursed to the "parties have been refunded to the "treasury as per list (x) attached with "References to Treasury Challans "and entries in the Office Cash Book and that all sums amount "drawn on former bills have "been disbursed to the Officers "therein named and their receip "taken in the acquittance Roll "(with the receipt stamp affixed "when necessary)."

Dft

Sd/- Secretary

31.5.15

31/5

[* Here enter the fourth preceding month counting backwards from the month in which the bill is being prepared; thus for a bill prepared in June the entry should be 1st March.]

(x)

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS

THE MAHARAJA OF MYSORE.

-----:O:-----

O r d e r---No. 76 2187—235 / 63-15—4

Dated Bangalore, the 19 ~~June~~ November 1915.

It has been brought to the notice of Government that there are at present no rules regulating the refund to the Treasury of undisbursed amounts of travelling allowances and in the absence of such rules, disbursing officers are in the habit of keeping - with them such amounts for indefinite periods, a course which is financially objectionable. In order to ensure the refund of such amounts to the Treasury after a reasonable period,-as in the case of undisbursed pay-, the Government of His Highness the Maharaja of Mysore are pleased to lay down the following rules:--

(1) All sums drawn on audited travelling allowance bills of Establishments should be disbursed to the proper persons as early as possible after the bills are cashed.

(2) Amounts not disbursed within a period of 3 months from the date they have been drawn from the Treasury should be refunded to the Treasury at the end of that period and a note of such refund made in the office Cash Book.

(3) Certificate No.1 in the Establishment travelling allowance bill form (No.10) will be modified as follows:--

" Certified that all items drawn from the Treasury pri
"to 1st .Ø and remaining undisbursed to the parties have been
"refunded to the
"Treasury as per lis
"attached and that
"all other amounts -
"drawn on former bil
"have been disbursed to the officers therein named and their

Ø Here enter the fourth preceding month counting backwards from the month in which the bill is being prepared; thus for a bill prepared in June, the -- entry should be 1st March.

Ø References to Treasury Challans and entries in the office Cash Book should be given.

"their receipts taken in the acquittance Roll (with the "receipt stamp affixed when necessary")".

(4) The Comptroller will frame and issue suitable instructions providing for the redrawing of such amounts when they ~~are~~ are subsequently required for payment and for proper account thereof being kept in the Treasury and his office.

(5) It will be part of the duty of Inspecting Officers to see that the rules relating to undisbursed travelling allowance are properly followed in the offices inspected.

3. The necessary amendment to the Mysore Service Regulations will be issued and the Superintendent, Government Printing is requested to amend the certificate No.1 in the printed Establishment travelling allowance bill form (No.Fl.107 A.).

(Signed) J. S. Chakravarti.

Financial Secretary to Government.

To

The Heads of Departments
" Comptroller, Mysore Government.
" Superintendent, Government Press and Printing.

Press copy

GKV.3

S. Shamanna
For Financial Secretary.

DM.

SH 63-15-5

Addendum and Corrigendum

to the

Mysore Service Regulations,

4th Edition.

No. Dated Bangalore, the June 1915.

Page 270 Form 10

Substitute the following for certificate No.(1):--

"That all items drawn from the treasury prior to 1s

"..@.. and remaining undisbursed to the parties have beer

"refunded to the Treasury

"as per list attached and

"that all other amounts

"drawn on former bills h

"disbursed to the office

"therein named and their

"receipts taken in the acquittance Roll (with the

"receipt stamp affixed when necessary)."

@. Here enter the fourth preceding month counting backwards from the month in which the bill is being prepared; thus for a bill prepared in June the entry should be 1st March.

☒ References to Treasury Challans and entries in the office Cash Book should be given.

(Authority no. 97 dt 8.12.15)

(Initialled) J.S.C.

Financial Secretary to Government.

GKV.3